

ARCH SUPPORT

Issue 160

February 2024

From The Desk Of The Chancellor...

Lent has arrived with prayers, rituals, symbols, and foods. These days are an imitation of the 40 days Jesus spent in the desert. Forty days is an important biblical number reflective in the 40 days Moses spent on Mount Sinai, the 40 day and 40 nights of rain in the story of Noah, and 40 years the Hebrews wandered during their Exodus. How do you move through the 40 days?

This church season focuses on three actions of praying, fasting, and almsgiving whose purpose is to turn our attention to God. Each of these is a form of self-discipline designed for spiritual renewal. We journey with those preparing to come into the church by renewing our own Baptism and prepare as a Christian community to celebrate the great feast of Easter.

The Church first established the season of Lent in Rome during the Council of Nicaea in AD 325. Centuries later, a wide variety of traditions have evolved. By the time you read this column, the first days of Lent will have passed, but it is not too late to engage with this holy season.

What are some of the practices that make up your Lenten experience? Here is a familiar list for your consideration:

Most Catholics, and many Christians, begin with receiving ashes on **Ash Wednesday**. This is a treasured ritual that attracts active parishioners as well as those who rarely attend Mass. We are together marked with the sign of faith!

Parishes host regular Lenten prayer services of the **Stations of the Cross**. The statues or paintings commemorating the Stations are on the walls of virtually every Catholic Church, yet the prayers at the Stations are not customary outside of Lent. It is common for our Catholic cemeteries to pray the stations outdoors during these weeks.

The **Sacrament of Reconciliation** is available to Catholics year-round. However, during this penitential season, it is common for churches and groups of parishes to host communal services with time for prayer and individual confession.

In solidarity with our global family, Catholic households, and many of our schools, participate in the **Catholic Relief Services Rice Bowl Program**. CRS serves the poor in over 100 counties. During Lent, CRS invites parishioners to donate funds as almsgiving through general donations or from money saved from fasting.

The last Sunday during Lent is Palm Sunday. The distribution of palms and a church procession recall the entry Jesus made into Jerusalem. Do you or a family member make **Palm Crosses** during or after Mass that day?

Foods of Lent are infamous. While food is not especially penitential, what we connect with the meals may bring us closer to God.

Abstaining from meat on Fridays has given rise to parish **Fish Frys**. These events are a combination of a dinner out and a community party during months when many folks do not venture away from home. They serve as class reunions, family gatherings, and of course, are a helpful church fundraiser. Rows of cars and hungry people line up for the cod, scrod, catfish, shrimp, rolled oysters, mac and cheese, onion rings, french fries, green beans, hush puppies, and perhaps a beer or two. Some folks try to visit a different church every week or sometimes twice a day. Many parishes claim to offer award-winning or the best around. Which is your favorite location?

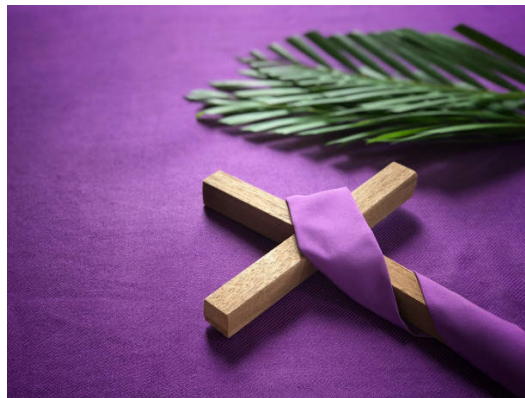
Good Friday or the Easter weekend brings the tradition of **Hot Cross Buns**. There are many Easter foods, but the last food of Lent is this food symbolic of the crucifixion of Jesus. The bun is decorated with a cross and the spices in the bun are said to represent the spices used to embalm Christ after his death.

Pretzels. It is said that a 7th century monk taught children to pray by crossing their arms across their chest touching each shoulder. This gesture of folded arms forms the shape of what we call a pretzel. The early pretzels for Lent were simply flour, water, and salt, which formed more of a symbolic food than a taste treat.

Let me suggest taking just a few minutes right now to consider again how you are attending to Lent this year. How might we all refocus our own commitment to praying, fasting, and almsgiving?

For many administrative personnel who read Arch Support, I know March and Lent also can bring stressful tasks. It is budget season; parishes are transitioning to new parish software; sacrament celebrations are filling calendars; school registration is underway; staffing decisions need to be made; and planning for next year has begun.

Rest assure, spring and Easter are on the way. Be good to yourself. Let's continue to pray for one another.





2023 Catholic Services Appeal Reaches Goal!

The 2023 Catholic Services Appeal has reached its goal of \$4.1 M. ***Thank you*** to each of you who support the Appeal in a multitude of ways. Your generosity and your caring mean so much to the faithful in every parish in the Archdiocese. We are still 1,204 donations away from our participation goal and will continue to strive to reach that number in the coming weeks.

By the Numbers:

Total Raised:	\$4,106,602
Total Number of Donors:	10,548
Number of Households who Have Not Yet Made a Gift:	53,672
Number of Parishes at Goal:	56
Individual Gift Range:	\$1 to \$75,000

Thank You!



Take Note...From Brad Harruff CATHOLIC MUTUAL CLAIMS/RISK MANAGER

So far so good this year. We haven't had much freezing or wind and we hope it stays that way.

If you missed our latest safety meeting, we focused on AED's (Automated External Defibrillators). In addition to Archdiocesan material, you can find good and informative videos on the subject at the CMGConnect website. It's easy, free, and quick. If you need any of the handouts from the safety meeting, we can email them to you so simply give Karen or I a call.



Special event applications do need to be in at least 10 days prior to the event and in the case of "Celebration of Life" gatherings, if you will notify us as soon as possible we can make special arrangements. Please remember that all applications AND checks are mailed to us here at the Maloney Center. You can email copies of them to assist us in getting them in the system faster.

Finally, it's a great time to look at your planned equipment maintenance schedules and be sure that your cooling equipment is ready for hotter weather. Cleaning out roof gutters and downspouts as well as floor drains will help you prevent or minimize Spring water damage.

Keep up the good work!

Finance Office News – From Robert Cecil:

I want to take a moment to provide everyone with a few updates here in the Finance Office. I appreciate everyone's efforts and patience as we work through the roll out of ParishSOFT Accounting and Family Suite products. Right now, we are utilizing the mid-year parish financial reporting process to review how everyone is doing using the Accounting system. This week we will begin training on our 4th group to make the conversion from PDS Church to ParishSOFT Family Suite. Our goal is to convert 10 each month with a finish date before the end of this calendar year.



We continue to help anyone having issues with the new system every Tuesday and Thursday here at the Pastoral Center. Additionally, for those that feel like a site visit is needed we can work to accommodate that as well. Whether you plan to stop by or would like us to visit please reach out to Linda Hill and confirm so we have an idea of who and how many we may have on a given day. Beginning last month on the last Monday of each month we are providing training to any employees newly hired or those that would like a refresher on ParishSOFT Accounting. Once a month ParishSOFT will be onsite conducting ParishSOFT Family Suite training for a new group. If you have already converted but have more questions now that you are in the system, we would like to fit you into one of these classes. Reach out to Linda Hill at lhill@archlou.org if you would like to take advantage of any of these opportunities.

I am excited to let everyone know that for the first time since I started, we now have a full team in the Finance Office. Mary Downs, who many of you may know as the Business Manager at Epiphany has joined our team. Mary brings a wealth of knowledge and experience from her prior roles and is excited to help. Her primary responsibilities will be leading our parish audit program and improving the various ways we help each of you at our parishes and schools. For me personally her addition is a welcome relief as we are going through this software implementation.

Below is an update of finance office team member contact information.

Robert Cecil	Chief Financial Officer	rcecil@archlou.org	1153
Deborah Herbert	Controller	dherbert@archlou.org	1150
Becky Wethington	Senior Accountant	bwethington@archlou.org	1133
Terri Jarett	Staff Accountant	tjarett@archlou.org	1149
Sandra Salce	Accounting Clerk	ssalce@archlou.org	1134
Mary Downs	Parish Liaison / Internal Auditor	mardowns@archlou.org	1135
Alex Mattingly	Parish Business Support	amattingly@archlou.org	1177
Dennis Blum	Parish Support (Part time)	dblum@archlou.org	1136
Linda Hill	Secretary (shared with Mission Advancement)	lhill@archlou.org	1128

If ever you need to reach me and can't please reach out to Linda Hill, and she will have me give you a call back.

Join Empower for a live webinar about building a foundation of financial wellness

Join us for a live webinar on building a foundation of financial wellness to learn about four core financial areas that affect everyone's life, including budgeting, debt, credit, and savings. You'll also hear personal experiences with money and steps you can take toward the financial future you envision.

Register for the live virtual session of your choice via the QR code or link below.



www.learningfromempower.com



401K Contribution Limits for 2024

IRS announces 2024 401k contribution limits will increase from 2023. Catch-Up Contribution limits will remain the same.

Elective Salary Deferral limits are:

Maximum 401k Elective Salary Deferral \$23,000

Catch-Up Contribution (age 50 or over) \$7,500

Please make sure your employees are aware. Paycheck Contribution Election forms can be found on the Empower Plan Service Center under Participants and Employee forms.

plan.empower-retirement.com

401k
Limits
contribution
Catch Up



2023 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2023 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2023 and requests must be received by AIM (attention: Michele Cull) by March 31, 2024. After December 31, remaining 2023 claims must be made by a paper claim form. You may fax your claim and receipts to (502) 426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com. Please refer to your 2023 Archdiocese of Louisville Summary Plan Description for more information.



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Join us for a live webinar: Building a foundation of financial wellness

Key takeaways

Join us for a live webinar to discuss:

- 1 Areas of financial focus that affect everyone's life
- 2 Hear personal experiences
- 3 Steps to take toward financial wellness

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Sessions are available throughout the month.

Register today. Use the link to the left or the QR code to sign up for the session that best fits your schedule.

Closed Captioning (CC) is available for all sessions. *Ofrecemos sesiones de educación en español.*

Investing involves risk, including possible loss of principal.

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REAL ESTATE TRANSACTIONS

In the past, the Archdiocese of Louisville has received correspondence from utility Right of Way Administrators from various local utility companies, (LG&E, Louisville Water, AT&T, Etc.) who present documentation requesting the granting of an easement or right of way for the utility, through or on an Archdiocesan property. These easements typically are comprised of thousands of square feet of Archdiocesan real estate. Easements are long term, permanent encumbrances to the owner of the real estate. They can't be revoked, withdrawn or taken back by the owner for any reason once assigned to a utility company. The only way the property owner will ever receive an easement back from a utility company is if the utility company chooses to abandon the easement. As well, this completely restricts that portion of owners property from ever having a permanent structure built on the easement.

Fortunately, most Right of Way Administrators for our utility companies, have prepared so many transactions and easements over Archdiocesan properties, when one crosses their desk, they know to contact us directly. On some occasions, however, the Grant of Easement document, which is a legally binding contract designating a specific piece of real estate to the utility company for their use, has been signed by one of our Parish Administrators. A Grant of Easement on one of our properties is considered a Real Estate Transaction. According to the August 2016 Financial Policy and Procedures Manual on Real Estate Transactions, The Archbishop must approve and sign all real estate transactions.

As a reminder, here is the policy statement from page 69 of the current **Financial Policies and Procedures** manual, **Revised, August 1, 2020**:

REAL ESTATE TRANSACTIONS – RENTAL/PURCHASE

The Archbishop must approve and sign all real estate transactions. These include but are not limited to:

- All contracts for the purchase or sale of property.
- Deeds of transfer of property.
- Granting of easements or leases of parish or school property.
- All contracts by the parish or school to purchase or lease property or equipment to or from third parties.
- All Real Estate Company Listing Agreements.

Before being approved and signed by the Archbishop, or his designee, all contracts and deeds must be submitted to the Chief Financial Officer and Director of Facilities for review.

The Archdiocese Finance Office and Office of Facilities Management will assist in developing agreements or renewals as needed. The Archbishop's advisors will assist with legal counsel in this regard. Copies of each agreement and renewals should be on file at the Chancery.

Two sample leases are available in the Appendix – Facilities and Property Forms/Agreements. These are sample forms to be filled in, to the best of the parish's ability, and submitted to the Chief Financial Officer and Director of Facilities for tailoring to the parish's specific need.

If you have any Archdiocesan Real Estate questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) 636-0296 or e-mail, bzoeller@archlou.org.

Arch Support Meetings – Human Resources

March 2024

Tuesday, March 19, 2024 at 9:30am - Pastoral Center & Zoom webinar

*Please note with low attendance in our afternoon Arch Support Meetings we've paired it down to one morning meeting for March. It will be in-person at the Pastoral Center and through Zoom webinar at the same time. We plan to record and distribute for anyone who can't attend or join online at that time. A link for Zoom will be sent out to business managers and bookkeepers soon.



WE ARE ROLLING OUT THE RED CARPET TO WELCOME.....

Dennis Blum, Parish Support – Finance
Mary Downs, Parish Liaison/Internal Auditor - Finance



2024 Parish Mailing Dates

March 8	June 28	
March 22	July 12	October 11
April 12	July 26	October 25
April 26	August 9	November 8
May 10	August 23	November 22
May 24	September 13	December 6
June 14	September 27	

ARCH SUPPORT ON THE WEB

To read this newsletter online or print additional copies: Go to the archdiocesan web site www.archlou.org

- Click on “About the Archdiocese.”
- Click on “Publications/Media”
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